

Community Services Program Manager



Job Code: 3171
Grade: 129
Reports to: Community Services Director
Salary Range: \$51,350 - \$78,767
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs intermediate professional work assisting with citizen services and community outreach program development and services; does related work as required

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for assisting and coordinating the development and compliance of all community planning and development of associated programs and funding sources. Tasks include facilitating and monitoring programs, and assessing needed requirements. Work requires coordination with fiscal and operational staff of department or other agencies. Work is performed under general supervision with considerable independent judgment and independence and is reviewed through observation of results obtained conferences and periodic reports or evaluations

ESSENTIAL FUNCTIONS

Assisting with program planning and development; managing specific programs; assisting with administration, networking; preparing and maintaining files and records.

EXAMPLES OF WORK

- Assists Human Services Director with the development of programs to meet citizen needs.
- Plans and implements new program initiatives.
- Manages community development block grants, drug education, volunteer, cultural diversity, and other programs.
- Develops and maintains records and financial records and systems.
- Serves on various committees and boards.
- Prepares federal, state, county, and local reports on programs.
- Assists with grant writing and budget work.
- Creates program related brochures, flyers, booklets, and manuals.
- Types, files, takes and prepares minutes.
- Participates in workshops and training programs dealing with program management and citizen services.
- Assesses citizen needs and refers to appropriate agency.
- Performs crisis intervention and assessment.
- Prepares and maintains records and files.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of citizen services and community outreach programs and services; general knowledge of counseling and social service practices, procedures, and techniques; general knowledge of practices and services related to homelessness, chemical dependency, and other citizen needs; ability to establish and maintain effective working relationships with citizens, service agencies, and staff; ability to develop programs and initiatives; ability to communicate ideas orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Human Services, Social Services, Education, or related field. Five (5) to seven (7) years of progressively responsible professional and managerial experience in organized public or private sector programs involving human and social services administration; or any equivalent combination of education, training and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects,
- Work requires fingering and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

Revised 07/01/2008, 12/14/2009

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.